

LWCF/LPRF/NRTF APPLICATION REQUIREMENTS CHECKLIST

APPLICANT: _____

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

Application information MUST be in the order listed below and contained in a white three-ring binder with a spine width of TWO INCHES. All requested information MUST be included unless otherwise indicated. Each section of the application MUST be identified by a titled, labeled divider (including the number) Failure to follow format instructions will result in a maximum 10 point deduction from the final rating. Failure to provide any required information not listed in the Open Project Selection Process (OPSP) will result in the deduction of the points indicated in parenthesis.

DOCUMENTS	CHECK-
1. Signed <i>Tennessee LWCF/LPRF/NRTF Grant Application form</i> *	<input type="checkbox"/>
2. <i>Project Cost Sheet</i> *	<input type="checkbox"/>
3. <i>Development Project Costs form</i> *	<input type="checkbox"/>
4. Assurance of Match (resolution/ordinance, statement from elected official) *	<input type="checkbox"/>
5. <i>RES Acknowledgement Letter from Pre Application</i>	<input type="checkbox"/>
6. <i>Notice of Limitation of Use form</i> signed by the proper Government Official(s) required unless the acquisition is a lease or easement. Not required if acquisition has not yet occurred.*	<input type="checkbox"/>
7. * <i>Planning Process</i>	<input type="checkbox"/>
8. Parks and Recreation Delivery System	<input type="checkbox"/>
9. <i>Park Maintenance Administration</i>	<input type="checkbox"/>
10. <i>Environmental Considerations</i>	<input type="checkbox"/>
11. Bonus Points	<input type="checkbox"/>
12. <i>Additional Categories</i>	<input type="checkbox"/>
13. * Project Boundary Map,	<input type="checkbox"/>
14.. * * <i>Project Boundary Map Certification form</i> *	<input type="checkbox"/>
15. * Legal Description	<input type="checkbox"/>
16. * Deed of Ownership Lease, Easement *	<input type="checkbox"/>
17. Location and Topographical Quadrangle Maps	<input type="checkbox"/>
18. Photograph(s) of Site *	<input type="checkbox"/>
19. Preliminary Site Plan w/ADA Features (Applies to acquisition projects or development projects using land as a match.) *	<input type="checkbox"/>
20. Preliminary Floor Plans w/ADA Features (Applies to development projects or acquisition/development projects.) *	<input type="checkbox"/>
21. Survey (only applies to acquisition projects or projects using land value as match) *	<input type="checkbox"/>
22 Title Search (Applies to acquisition projects or development projects using land value as a match; only applies if property was purchased within 1 year of grant award) *	<input type="checkbox"/>
23. Opinion of Value (Applies to acquisition projects or development projects using land value as a match.) *	<input type="checkbox"/>
24. Application format is correct (In maximum 2-inch white binder with dividers that are labeled and titled, sections are in the order of this list, or submitted in digital format on CD. *	<input type="checkbox"/>

***If any of the above requirements are not completed, the application will not be scored and will be returned to the applicant.**

LWCF/LPRF/NRTF APPLICATION INSTRUCTIONS

Read these instructions carefully. Any applications which do not follow these instructions will be determined ineligible and will be returned to the Applicant.

Application information is to be listed in the order below. It must be bound in a white three-ring binder with a spine of two inches in width. All sections listed below are to be identified by a *tab divider stating the name and number of the section*. Failure to follow these formatting instructions may result in a maximum 10-point reduction of the total rating. For more detailed descriptions of how the information will be assessed, see the appropriate section of this manual.

1. ***Tennessee LWCF/LPRF/NRTF Grant Application*** - Answer **ALL** questions. Also, make sure that you list the **CORRECT** Federal Congressional Representative, State Senator, and State Representative along with their **CORRECT** districts.
2. ***Project Cost Sheet*** - Answer **ALL** applicable sections.
3. ***Development Project Costs form*** - Answer **ALL** applicable sections. Be sure to list all project line items including planning expenses. Remember, site planning, architectural, engineering or administration expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - This includes a resolution/ordinance passed by the governing body **and** a letter from the appropriate elected or appointed official (i.e., usually Mayor or agency director if a State application) giving assurance that the requested funds will be matched by the applicant and that the community is committed to seeing the project through to completion. **The source of the applicant's match funding must be indicated in these documents.**
5. Acknowledgement Letter from Pre Application- Include letter from RES acknowledging the receipt of the pre application and comments on the project.
6. ***Notice of Limitation of Use (NLU)*** form - This form is to be **completed and signed** by the elected or appointed official who will sign the grant contract unless the acquisition consists of a lease or an easement. The original must be filed with the local Register of Deeds, and a copy is to be included with the grant application. The NLU must be referenced on the deed as evidenced by the stamp by the Register of Deeds.
7. ***Planning Process*** - This section should include a comprehensive master plan for the park department or community for parks and recreation facilities and programs. Follow the instructions in the OPSP regarding this section.

8. Parks and Recreation Delivery System– Documentation should include either RES benchmarking status or narrative addressing the quantity and quality of recreation services delivered to the public.
9. Park Maintenance Administration- Document the ability to effectively maintain a recreation and parks system through inclusion of a comprehensive maintenance plan.
10. Environmental Considerations- Include letter of Environmental Clearance from RES through the pre application process or provide a complete Categorical Exclusion Request Packet (CE) which includes Copies of all applicable environmental permits with maps and photographs.
11. **Bonus Points- Indicate if community as a current 3-Star certification from the Department of Economic and Community Development.**
12. **Additional Categories-** Documentation should include information specific to the project development (i.e., environmental, priority need, serving special needs communities, etc.) See the OPSP for additional categories.
13. **Project Boundary Map** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
14. **Project Boundary Map Certification form** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
15. **Legal Description** - A legal description of the project property must be submitted with the application.
16. **Deed of Ownership, Lease, and/or Easement** - A copy of any or all such applicable documents must be submitted.
17. **Location and Topographical Quadrangle Maps** - Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. Topographical quadrangle maps are available from TVA, USGS, local map store, etc. The topographic quadrangle name and number must be included on the map.
18. **Photographs of Site**
19. **Preliminary Site Plan** - A copy of the preliminary site plan for the project is to be submitted. All projects must show ADA compliance.
20. **Preliminary Floor Plans** - A copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities **MUST** clearly indicate ADA compliance throughout the building. Ball fields, concession stands, restrooms, swimming pools, playgrounds, pavilions, parking lots and other outdoor open space areas should provide as specific as possible plans/drawings indicating ADA accessibility. (Applies to development projects or acquisition/development projects.)

21. **Survey** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey.
22. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
23. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE LWCF/LPRF/NRTF/RTP GRANT APPLICATION

PARTICIPANT INFORMATION	
1. Applicant:	
2. Applicant is a: a. Federal Govt. _____ b. State Govt. _____ c. Local Govt. _____ d. Private Org. _____	3. List of Project Partners (if any):
4. Region: East _____ Middle _____ West _____	5. County/COUNTIES:
6. A. Applicant Address: B. Project 911 Street Address:	
7. Applicant Contact (Person responsible for daily management of project) Name: _____ Telephone: _____ Title: _____ Federal ID#: _____ E-Mail: _____ Fax: _____	
8. Park Name: Project Title: GIS/GPS coordinates (Lat/Long)	
9. Grant Type (Check all that apply) _____ Development _____ Acquisition of Heritage Resources _____ Acquisition _____ Acquisition and Development _____ Greenways and Trails _____ Land owned by applicant _____ Land leased by applicant Date lease expires: _____ _____ Land is publicly owned	

CN-0913 (Rev. 08/05)

RDAs 2314 and 2316

(continued on reverse)

DEPARTMENT OF ENVIRONMENT AND CONSERVATION – Recreation Educational Services
 Division
 LWCF/LPRF/NRTF/RTP



PROJECT COST SHEET

Applicant's Name: _____
Park Name: _____
Project Title: _____
Brief Description: _____

_____ Acquisition Only _____ Dev. Only _____ Acquisition and Dev. _____ Preservation
 (NRTF only)

ADMINISTRATIVE COSTS

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ___Negotiated Purchase ___Donation ___Easement ___Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)
 _____ New Acreage- for acquisition or development; not previously under 6(f) protection.
 _____ Value Added Acreage -additional development of land already under 6(f) protection
 _____ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ___Publicly owned

DEPARTMENT OF ENVIRONMENT AND CONSERVATION – Recreation Educational Services Division
LWCF/LPRF/NRTF/RTP



DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
DO NOT INCLUDE A CONTINGENCY LINE ITEM!!			
Total Development Cost			\$

Use Attachment if more space is needed

TOTAL COSTS

Total Administrative Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$

TN DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES DIVISION

LWCF/LPRF/NRTF/RTP



PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

LWCF LPRF NRTF RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|-------|----|-------------------------------|
| _____ | 1. | Deed references |
| _____ | 2. | Adjoining Ownership |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies |
| _____ | 5. | Metes and bounds |
| _____ | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor or Agency Director)

Date

Printed Name and Title

CN-0429 (Rev. 08/05)

RDA 2314 and 2316



NOTICE OF LIMITATION OF USE

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.

FOR RTP:

If the public property identified in the attached general warranty deed has been acquired or developed with federal Safe, Accountable, Efficient Transportation Equity Act- a Legacy for Users, (SAFETEA-LU) Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

Authorized Signature (usually Mayor or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Address

Phone Number

Date

LWCF/LPRF/NRTF Frequently Asked Questions (FAQ's)

How many copies of the application do I need to send to Recreation Educational Services Division?

Only one, however, communities are advised to maintain a copy for their own records.

Does L&WCF, LPRF, or NRTF fund projects on school property?

No. Grants cannot go for acquisition or development of park facilities on school property. Eligible applicants are restricted to county and incorporated municipal governments. In the State of Tennessee most school property is titled and deeded to the local or county Board of Education. Property owned by a school system is not eligible for an L&WCF, LPRF or NRTF grant. However, the Board of Education may deed or lease (for a minimum of twenty-five years) all or a portion of the school property to the local governing body, and therefore, be eligible for a grant. Property must be under the control and management of the local government rather than the school. All deeds and/or leases, surveys, boundary maps and boundary map certification must be included in the grant application.

What does the phrase “in perpetuity” mean?

For grant purposes it means “forever”. Parkland and park facilities developed with grant funding must remain parkland and park facilities from now until the end of time.

Does the local, state or federal government have to own the land for me to receive a grant?

Yes. Acquisition land that was not previously used for park or recreational purposes that will be dedicated entirely for park or recreational purposes after receipt of the grant may qualify as an applicant's match.

The land must be used for public recreation in perpetuity. Cities and/or counties may lease land for no less than 25 years but only from other governmental entities, including state and federal properties. Cities and counties may not lease land from private citizens, non-profit organizations, civic groups, businesses, industry, etc., to develop park property. In addition, cities and counties may not lease park property to private citizens, non-profit organizations, civic groups, businesses, industry, etc. Cities and counties may enter into “management agreements” with such organizations for the programming, development and maintenance of such facilities; however, the agreement must state that they are non-exclusive to other users. (See question concerning exclusive use.)

Can existing City-owned property be used as a match?

Yes. The requirement is that it had no previous use for parks and recreation and was not part of the protected boundary of a park.

I currently have an open project, what must I do to reapply again for the next grant cycle?

Your current open L&WCF, LPRF or NRTF grant must be physically complete and the Project Completion Certification form have been submitted to our Division on or before the announced date. “Physically complete” means that all portions of the project scope and line items that are a part of the grant contract have been fully completed. PARTAS Regional Consultants will conduct an on-site inspection. If the project is lacking completion in any way (ADA compliance, functional use, materials ordered but not in, portions not complete due to weather, or any other reason), the grant application will not be accepted.

Must I have all the cash, in-kind labor, material donations in place before we begin our project?

No. All governing bodies must submit with the application a resolution or ordinance indicating the amount of funds requested, the source of said funds, and the “applicant's commitment to match the requested amount”. **Any donations of labor, materials and equipment for the project must have a written letter of intent/commitment defining the donation and all letters should be included in the grant application.** Remember, if you receive a grant, you are required to start work on the project within 180 days of the grant award date.

I have a project in the form of acquisition/donation for new parkland. Must I submit the appraisals from a certified real estate appraiser with the grant application?

No. All you are required to submit with the application is an “Opinion of Value” prepared by the County Tax Assessor or a Certified Real Estate Appraiser. If the grant is awarded, you will then be required to submit through a Certified Real Estate Appraiser two copies of the original appraisal of the property, including photographs.

I am developing a park facility that may only be used during certain seasons and/or months of the year for organized activity. If funded through L&WCF, LPRF or NRTF would it be all right for me to close and lock my facility during the non-use days or months and/or lock it up after the activity is over, such as at 3:00 p.m.?

No. L&WCF, LPRF and NRTF guidelines state that the park facility must be open during reasonable hours for public use every day of the year, **including restrooms**. Some exceptions include holidays, portions of Sundays, wet field conditions, etc. Even if it is the “off-season” for programming, the facility must remain open and accessible to the general public.

I know that my new park facility must be ADA accessible, but what about accessibility from the parking lot to the facility?

Yes. Many communities design accessible facilities yet omit accessible design features from the parking lot or other high-use areas to those facilities. For example, if you are developing/renovating restroom facilities, not only do the restrooms themselves have to be accessible but the pathway from the parking area and other high-use areas must be accessible to them as well. The same applies to playgrounds, ball fields, concession stands, etc.

I have heard the term “exclusive use”, what does this mean?

It means restricting the use of a park or park facilities for varying groups of people, organizations, genders, age differences and religions. We require all parklands and facilities offices that have been developed with L&WCF, LPRF or NRTF funding to post EEOC, Section 504 and Title VI signage in either the park sites or the Mayor’s office. We also require that a sign be placed in a park site/facility that has been funded through an L&WCF, LPRF or NRTF grant acknowledging the State of Tennessee for its assistance.

I am considering applying for ball field maintenance equipment such as a 48” deck mower, in-field drag, finishing mower and aerator. Are these an allowable cost under L&WCF, LPRF or NRTF guidelines?

No. All costs associated with L&WCF, LPRF or NRTF are to be permanent recreation equipment. In other words, any equipment that is movable, such as mowers, portable play equipment, basketballs, tools, and portable bathrooms are ineligible items. If you have any questions about the eligibility of any equipment contact RES for clarification.

What types of safety measures should I follow with our new playground?

When a playground is part of the proposed project, appropriate playground materials and adequate safety surfacing is required. The applicant should follow the current CPSC/ASTM guidelines and acquire playground equipment from a commercial supplier.

Match List

Can this funding source be used as a match for the grant we are applying for?	LPRF-State	L&WCF-Federal	RTP-Federal Note: there must be at least a 5% non-federal match.
Cash	Yes	Yes	Yes
Another LPRF or NRTF grant	No	No	No
L&WCF grant	No	No	Yes
In-kind services, materials and equipment costs	Yes	Yes	Yes
Appraised value of real property not previously dedicated to recreation	Yes. Acquisition must occur no earlier than one year prior to grant award date.	Yes. Acquisition must be within grant term.	Yes. Acquisition must be within grant term.
Permanent Easements	Yes	Yes	Yes
Conservation Easements	No	No	No
Leases	No	No	No
Legislative line item appropriations	No	No	No
TVA	Yes	Yes	Yes
SAFETEA-LU	No	No	No
Urban Forestry grants	Yes	No	Yes
Corps of Engineers	Yes	No	Yes
Grantee's Enterprise Funds	Yes	Yes	Yes
Community Development Block Grants	Yes	Yes	Yes
Art or Historical Commission Grants (Federal only)	Yes	No	Yes
Rural Development	Yes	No	Yes

It is recommended that the applicant confirm that such a match is allowed with the agency responsible for providing the match.

Recreation Educational Services Division Land Policy

Acquisition of Land with Reimbursement of Acquisition Costs

TCA 67-4-409(i)(4) states that “Any county or municipal government that receives a grant under this section must match the grant with an equal amount of money for each project. The matching money provided by the local government may be used to purchase additional land or to develop facilities on the land that is purchased with the grant.” The most common practice is to acquire the land after grant award.

Land as a Match

TCA 67-4-409(i)(4)(A) and (5) deal with the use of land as a match rather than funds. The law states that, in order for land to be used as match:

“... the local government may provide as its match a tract of land not previously used for park or recreational purposes that will be dedicated entirely for park or recreational purposes after receipt of the grant and which is independently appraised as having the same, or greater, value as the amount of the state grant.”

There is also another exception for land purchased before the award of the grant. TCA 67-4-409(i)(5) deals with the acquisition of land for which the county or municipality wants to be reimbursed for part of the acquisition costs when the land is acquired before grant award. The following sequence must occur for land acquired prior to grant award to be eligible if a grant is subsequently awarded:

1. The county or municipality must submit a grant application.
2. After the submittal of the application, the county or municipality must purchase land no more than 12 months prior to the award date of the grant
3. The grant must be for reimbursement of the land acquisition costs.
4. The grant application must be submitted no more than 12 months prior to the award of the grant.

Land Acquisition as Match for Development Funds

The other type of LPRF grant involving land acquisition is a grant for development with land acquisition identified as a match for development funds. The law requires that the land be acquired after grant award. However, the " local government may provide as its match a tract of land not previously used for park or recreational purposes that will be dedicated entirely for park or recreational purposes after receipt of the grant and which is independently appraised as having the same, or greater, value as the amount of the state grant." The current appraised value of the land will be evaluated as match.

Note: All applicants should be aware than the acquisition of land does not guarantee a grant award and that all eligible applications will be competitively scored.